



## Training and Placement Cell Guidelines



### Introduction:

The Training and Placement (TAP) Cell plays a crucial role in locating job opportunities for Undergraduates and Postgraduates passing from the college by keeping in touch with reputed firms and industrial establishments. The Cell operates round the year to facilitate contacts between companies and graduates. The number of students placed is continuously rising. In the year 2018-19 we had a 100% placement record.

We have been successful in maintaining our high placement statistics over the years. Our ingenious alumni have set new standards in the corporate world through their estimable contributions and it is DGMC - Tap's firm conviction that we will continue that legacy in the years to come.

The Placement Cell organises career guidance programmes for all the students starting from first year. The cell arranges and conducts training level wise programmes along with Mock Interviews, Group Discussions, Communication Skills Workshop, Soft Skills etc. It also invites HR Managers from different industries to conduct training programmes for final year students.

The Placement Committee is the committee that helps fulfil the corporate dreams of the students. The committee looks after pre-placement talks and organises all formal interactions between the students and corporates for summer and final placements. The placement cell is an ethical and



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transparent body. Being a part of this committee is a pride in itself as the selection process is rigorous to test a student's dedication and stress level. The committee aims to maintain a record of 100% placements.

**Module Brief:**

The Modules are dedicated to anyone who feels they need some extra support in their career development. It could be a student who has just started studying in his/her/their undergraduate/postgraduate programme. The TAP modules can help in making the next step in their career. Topics discussed in the modules range from self-understanding and personal branding all the way to topics like CV building, work ethics, and managing pressures. Each module is a self-steering lesson, which can help students achieve their goals.

**Levels:**

The TAP modules are categorised into levels. Each level is a balanced mix of theory, mocks, practical and assessments. Each module is of 30 hours of in class training. The students would also need to take a test for job readiness from time to time.

**Foundation modules — First Year students**

**Intermediate modules — Second Year students**

**Advanced modules — Third Year students**

**TAKEAWAYS**

Level	Hours	Goals
Foundation	30	Basic Proficiency in Language, Public Speaking, Business English, Introduction to Soft Skills and Personality Development



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Intermediate	30	<p>Exploring internship opportunities basis specialization, Business Writing, Should be able to understand the principle of effective workplace communication, to identify and develop appropriate conflict resolution skills, to communicate effectively in various written workplace documents such as business letters, emails and phone messages,</p> <p>Presentation Skills, Soft skills, SWOT, CV, LinkedIn, Stress Management, Anger Management</p>
Advanced	30	<p>Identify potential career paths, Make a decision on the best option, Develop an action plan</p> <p>Exploring placement opportunities, CV building, company profiling, work ethics, Image building, cultural sensitivity, Stress Management, Anger Management</p>

### **BASIC GUIDELINES**

- TAP shall aim to provide placement assistance for all graduating students and internships/live projects to students in FY and SY. Placement is a privilege extended to the students, not a right.
- These guidelines are framed to ensure equality and fairness of opportunities to all the students. All the students who opt for placement through the TAP shall abide by the guidelines prescribed herein above.
- Any breach of rules specified above by any student, shall be taken up seriously by the TAP which, in turn, will view the matter and take action against the student, as it may deem fit.
- Students shall not try to gain unauthorised access to communications regarding placements from the Institute's administrative system like the TAP Office. Dispatch and if, in the judgment of TAP, a student has behaved in a manner unbecoming of a graduate of the Institute, the TAP cell would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.
- The Management along with TAP cell reserves the right to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- In case of any dispute the final decision would be taken by the Director/Management which would be final and abiding in all circumstances



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### **Activities under Training & Placement Cell**

- Interacting with the Potential Recruiters.
- Placement Presentation at various companies.
- Organising Resume Writing and Interview(s) skills development sessions.
- Coordinating all the activities related to Placement.
- To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
- Coordinating with companies to learn about their requirements and recruitment procedures.
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
- Organising pre-placement training/workshops/seminars for students.
- Arranging periodic meetings with the Human Resources Department of companies and TPO's to promote recruitments.
- To provide resources and activities to facilitate the career planning process.
- To act as a link between students, alumni, and the employment community.
- To assist students in obtaining placement in reputed companies.

### **Registration:-**

- It is mandatory for the students to register themselves for TAP within the specified date and time mentioned by the department.

### **Academic and TAP Attendance:-**

- Students should have more than 75% attendance in every semester from the beginning of the first semester.
- Students should have more than 90% attendance in all sessions organised by the TAP cell.
- Students should have 90% attendance for all the guest lectures and workshops organised by TAP.

### **Attendance and Punctuality at Placement Process:-**

- A student who applies and gets short listed is bound to go through the entire selection process unless rejected midway by the recruiter.
- Any student who withdraws deliberately in the midst of a selection process will be disqualified from placement for the rest of the academic year.
- Unauthorised absence from the test/interview will lead to cancellation of registration.
- Many a times it can happen that campus recruitment process can stretch till late night, in this regard, all students have to inform this to their parents and should arrange their own transportation.

### **Academic Performance:-**

- Students must have scored 60% or above in their 10th and 12th examination. • Must



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score 60% or above in every semester from the very first semester.

- Must score 60% or above in every assessment of their TAP sessions.
- Students need to attend all the activities/ training and workshops organised.
- Must complete his/her summer trainings.

## **RULES AND REGULATIONS**

The placement policy will be applicable to all the eligible students, duly registered with TAP. Any student, who does not register, within the stipulated date, will not be permitted to participate in the placement process.

### **Qualifying Criteria**

- A 'Pass' in every subject, separately, in all preceding semesters.
- 'KT' or active back logs cases will not be allowed to appear in the process, till such time the KT' or NO active back logs status is cleared.
- Performance Evaluation Form, duly filled by the industry mentor, assigned during summer internship, will be an essential document, for reference, at the time of final placement. (Applicable post completion of second year only)
- 90% attendance, in all the personality enhancement sessions/aptitude tests/special preparatory classes, being organised, to enhance students' probability of placement, by the college simultaneously.
- Proven good conduct exhibited by the student during his/her entire academic tenure with the College. In case, a student is facing any disciplinary action/committee, shall not be allowed to appear for the placement process, till such time, the committee clears his/her name and approves his/her candidature for being eligible to participate in the subsequent placement process.

### **Mandatory Dress Code:**

During the entire process of campus placement interviews (on campus/off campus) students are required to wear the prescribed formal dressing under college regulation, failing which, (s) he will be liable to be debarred from the placement process.

### **Process of the College:**

- If a student is unable to convert any opportunity into an offer, out of the three opportunities extended, (s) he may be put on hold, till all the remaining eligible students have been extended the requisite opportunities, by the College.



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- A student shall not bring in outside influence (including parents / relatives/ well-wishers) at any stage/process of Placement. Doing so, will lead to being “debarred”, from the placement process, with immediate effect.
- The College shall endeavour to keep in view the student’s area of interest while facilitating placement; however, it may not be the only parameter to be adopted and may not be applicable in all the cases. Students must be ready to be flexible with the changing trends of the Industry.
- The decision of the Head – TAP, on all matters pertaining a student’s final placement, shall be final.

### **Clarity**

1. Prior short listing based on profile & resumes/Selection/ recruitment criteria and recruitment processes are “company defined”. We expect the students to follow the same unconditionally. TAP office does not interfere with any organisations’ recruitment criterion.
2. One student is allowed to secure only one job/internship. And therefore, after one secures a appropriate job/internship, he/she would be automatically de-registered from that day onwards.
3. As more than one company would be visiting the campus, there may be a possibility that one student secures more than one job on the same day. Therefore, each eligible student will be required to fill up his/her individual preferences in advance for each placement day, ranking the companies he/she has applied to/has been shortlisted on a particular day, in the descending order of his/her choice.

### **Pre-Placement Offers Policy**

All pre-placement offers extended to any student have to be routed through the TAP cell. If one likes the offer, he/she is advised to accept the offer. Such students who accept the PPO would, however, be de-registered from the TAP process. In case the candidate does not accept the PPO, he/she would be allowed to appear for the on-campus placement process till such date that the company visits the campus. After that day, he/she would be de-registered.

### **Student Conduct and Disciplinary Policy**

### **Absenteeism rules and policy:**

- If for whatsoever reason(s) the student remains absent from any stage/round of selection process he/she would be immediately de-registered from TAP and would not be allowed to take part in the placements till he/she gets himself/herself re-registered.
- Impersonation in tests or any kind of malpractice is a serious offence. Such students would be de- registered immediately and referred to the concerned authorities for disciplinary action.



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### Unauthorised participation:

- A list of companies on-campus for recruitment is put up on the TAP Notice Board Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and the college placement cell.
- Students are NOT allowed to appear in final selection process (Test/GD/Interview etc) of companies they have not applied to through the TAP system or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract de-registration and suitable disciplinary action.

### General Guidelines

- Students must carry their I-cards at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card. • The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting TAP Notice Board.
- Students must carry a complete file with a few copies of the resume, passport size photos, original certificates (If possible) and copies thereof while appearing for the interviews.
- At the time of appearing for interviews, students MUST carry copies of the TAP resume only that was submitted to the concerned company online & NO other resume.
- Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.
- Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. The TAP shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements or as deemed fit by the college.

### Do's

- A. The students will appear for placement drives in proper formal uniform with neat hairdos.
- B. Carry a professional folder for an interview to carry necessary items. The things students are required to carry for an interview are as follows:
  - a) A portfolio notebook that includes a notepad, pen-holder, file pocket and passport size photograph where a notebook is required to take notes or note down information during the placement process.
  - b) A good pen or pencil and at least one copy of resume and list of references. III.  
All the testimonials in original and photocopies duly verified and self-attested



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### Don'ts

- The students must observe and adhere to all the codes of conduct and rules specified by the Department of Training & Placements. While answering question in the interview, students should observe proper decorum. They should refrain from making any kind of derogatory remarks about others.
- The impact of the behaviour exhibited by the interviewee has, at times reduces the opportunities available to future batches of students. Irresponsible behaviour, such as efforts to “market” oneself, derogatory remarks about other candidates or the University, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further Placement Assistance.

### College code of Conduct:-

- Students need to attend every class in prescribed formal dressing.
- Need to be well behaved and well mannered.
- Any misbehaviour or misconduct with faculty members/HODs and senior members of the staff will disqualify them from availing this facility.
- Non-payment of fees and any other dues will also result in the disqualification.
- Cheating, plagiarism, or other forms of academic dishonesty shall not be entertained at any cost.
- Providing false information to any college official, faculty member, office, or hearing board acting in performance of their duties shall be punishable/ disqualifying the candidate from the drive.
- Forgery, alteration, or misuse of any college document, record, or instrument of identification shall also lead to disqualification from the placement drive. • If any student is found absent in any of the process of placement he/she will be disqualified from the program.

### TAP Score Card:

- Every semester, TAP will conduct examination based on classes held in that semester.
- There will be two sessional examinations, and one final examination will be held in each semester.
- Minimum passing criteria is 60% and above.
- TAP score card will be updated and maintained by cell time to time. • Based on performance, opportunity of placement will be given to students.



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## UNDERTAKING

I, \_\_\_\_\_, S/o, D/o

\_\_\_\_\_

understand that successful completion of TAP training under the aegis of DGMC is a mandatory requirement for any future placement related activity and that I shall be graded by the College at the end of the training. I also understand that once any assignment under the training has been allocated to me, the same is final and the College is not liable to make any alternate arrangements for me. I, therefore, undertake as follows:

- I shall successfully complete the TAP training modules allocated to me, by the College.
- No request for change in the same shall be made by me, after allocation.
- In case of my failure of completing any of the modules / level of TAP training, I will be debarred from the placement process.

In case of Emergency, please contact (Please mention the name and telephone no. of a person, other than your Parent(s), preferably, a local contact)

Signature of Parent(s)/Guardian:

Date:

Place:

Signature of the student:

E-mail of the student:

Mobile no. of the student:



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## Sample Undertaking

### UNDERTAKING

I, Uma Rajesh Aroya, S/o, D/o  
Arachana and Rajesh Aroya

understand that successful completion of TAP training under the aegis of DGMC is a mandatory requirement for any future placement related activity and that I shall be graded by the College at the end of the training. I also understand that once any assignment under the training has been allocated to me, the same is final and the College is not liable to make any alternate arrangements for me. I, therefore, undertake as follows:


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In case of Emergency, please contact (Please mention the name and telephone no. of a person, other than your Parent(s), preferably, a local contact)

Signature of Parent(s)/Guardian: 

Date: 18/02/2021

Place: Mumbai

Signature of the student: 

E-mail of the student: → cr00000005@email.com

Mobile no. of the student: → 7506103637



*Uma*